

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Risk Management Assistant	<u>Revision Date:</u>	01/16
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30386

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Risk Manager, assists and participates in the administration of the City's risk management, claims and safety programs and performs other related clerical duties.

III. Essential Duties:

- Collects reports on injured employees and files the employer's first report of injury with the insurer and the Utah Labor Commission and sends written notice to employee.
- Assists in the preparation and distribution of the OSHA 300 log as assigned.
- Pursues subrogation claims on behalf of City departments as assigned. This requires frequent interaction with insurance adjusters and City personnel.
- Answers and directs incoming phone calls and walk-in traffic.
- Responds to claimants and others in a mature, polite and courteous manner.
- Assists in administration of Safety Award programs.
- Prepares agendas and makes drafts minutes of meetings.
- Types or prepares various documents and correspondence including letters, memos, spreadsheets, etc.
- Sorts and distributes incoming mail.
- Files and records multiple complex insurance documents in various filing systems, taking and remembering moderately complex directions.
- May handle various, specially assigned activities as designated by the City Risk Manager.
- Assists with the maintenance of department files and processes purchase orders, check requests, travel requests and reconciliations, and other purchasing and invoicing documentation.
- Handles various, specially assigned administrative activities including facilitating projects, programs, research or report preparation.
- Performs a variety of clerical duties utilizing knowledge of City policy, computer programs, office systems, operational procedures, specialized office equipment and filing systems.
- Assists the City as a certified passport acceptance agent.
- Assists the Emergency Manager with various updating of data.

Marginal Duties

- Photocopy and distribute various documents.
- Scan files for the City Recorder.
- Performs other duties as assigned.

VI Qualifications:

Education: Must have a high school diploma or equivalent with demonstrated competence in office related classes, training or experience. Some college preferred.

Experience: Requires two years related work experience.

Knowledge of: Proper English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment.

Certifications/Licenses: Requires a valid Utah Driver's License. Must be able to be certified as a passport

acceptance agent by the US Department of State.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Responsibility for: Responsibility for the care, condition, and use of materials; and for the professional handling of confidential documents and records.

Communication Skills: Must have excellent oral and written communication skills. Must demonstrate a positive attitude and communicate effectively, verbally and non-verbally. Must work well in teams and with individuals one-on-one, and must maintain regular professional contact with the public and Department Managers

Tool, Machine, Equipment Operation: Requires regular use of office equipment including a computer, printer, copier, fax machine, and telephone system; occasional use of a typewriter. Must be skilled in computer software applications, including Word, WordPerfect, PowerPoint and Excel.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; attention to detail; manage time effectively and be organized and punctual.

VII. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to interactions with other people; work is routine.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____